

**FAYETTE COUNTY
2002 CLASS DESCRIPTION**

**CLASS TITLE: APPRAISER III
CLASS CODE: 242**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to value real and personal property; review appeals; exempt requests; audit filings; direct the workflow of the Personal Property Division and Mapping Department; Assist with information requests; and provide training for employees. The class is responsible for serving as a lead worker, supervise assigned projects, provide instruction, and training. Work involves planning, assigning, and verify the work of employees. Work is performed under the general supervision of the Lead Appraisal.

ESSENTIAL TASKS

Determine fair market value of real and personal property; Review complaints and appeals concerning assessments; Plan, organize, and assist in the implementation of procedures for the Personal Property Division; Assist public and others with information requests; Train new employees in all office procedures; Plan and direct the workflow of the Mapping Department; Implement the GIS Program; Process information and/or ownership changes for the County Tax Digest; Review, value, and process all motor vehicle appeals; Assist employees and other departments or agencies with information to resolve problems; Attend Board of Assessors' meetings to report status of projects and value findings; and Counsel the Board of Assessors and recommend policy and procedure changes. Performs related work as required.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.

PEOPLE INVOLVEMENT:

Directs or commands others by issuing orders and instructions.

INVOLVEMENT WITH THINGS:

Supervises the operation of electronic equipment, complex drafting or GIS software, and appraisal software.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

I perform work involving the application of principles of logical thinking, scientific, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact.

APPRAISER III

MATHEMATICAL REQUIREMENTS:

Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations concepts of analytic geometry, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, finance and economics using financial and econometric models.

LANGUAGE REQUIREMENTS:

Read and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, law, medicine or other complex disciplines; writes extremely complex papers and reports; speaks to high level scientific, political, economic, legal, medical or other professional groups.

MENTAL REQUIREMENTS:

Perform advanced professional level work in the analysis or interpretation of methods of a engineering nature and formulates recommendations on the basis of such analysis, applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans and methodologies.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires Associate's degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two years of college education with emphasis in real estate or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES:

State Certification as Appraiser III.

Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR);

Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment;

Must be twenty-one (21) years of age or older.

EXPERIENCE REQUIREMENTS:

Requires over six years and up to and including ten years.

APPRAISER III

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light work that involves walking or standing most of the time, exerting up to 20 pounds of force on a recurring basis, skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office, tools within moderate tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS:

None.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing, speaking, and color perception,

ADA COMPLIANCE

Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.